

Purpose

To establish the policy for maintaining effective control over passenger vehicle administration.

Policy

In the interest of efficiency and effective use of resources, Motor Pools will be established in all areas of the Department where light vehicles are assigned. All passenger vehicles not approved by the Executive Director as commute vehicles shall be assigned to a Motor Pool and used for dispatch service.

Division heads and District and Region Directors shall be responsible for control, maintenance and appropriate repairs to vehicles assigned to their areas. The Equipment Operations Manager shall administer the Central Motor Pool and each District, Division or Region Director shall assign a responsible person to administer one or more motor pool operations in their respective areas.

Procedures

Passenger Vehicle Administration

UDOT 06B-1.1

PROCUREMENT OF ADDITIONAL OR REPLACEMENT PASSENGER VEHICLES

Responsibility: Division Head and Region/District Director

Actions

1. Submits written request to Equipment Operations Manager for procurement of additional or replacement vehicles, including statement of justification. The request for replacement must be accompanied with a mechanic's written report on the condition of the vehicle and recommendation as to replacement.

Responsibility: Equipment Operations Manager

2. Reviews request with appropriate Division Head or Region/District Director (or their authorized representative) in making final determination as to the need for replacement or addition of passenger vehicles assigned to their area.

(The Equipment Operations Manager determines that the proposed procurement of additional vehicles will not exceed budgeted funds.)

When the Equipment Operations Manager deems it necessary, he/she may require a written report from each division or Region/District containing the following information:

- (a) The number of projects underway (construction, maintenance, and any others).
 - (b) The number of employees on each project.
 - (c) The number of passenger vehicles in the division or Region/District.
 - (d) The number of vehicles on each project.
3. Insure for the preparation of specifications and other required processing.
4. If other than standard equipment on the replacement vehicle is requested or it the

request is for an additional vehicle, not provided for in the budget, prepare the necessary forms.

General Criteria for Replacement

<u>Vehicle Code</u>	<u>Criteria</u>
06	50,000 miles or 3 years
19	100,000 miles or 6 years

VEHICLE ASSIGNED FOR PERIOD NOT EXCEEDING SIX MONTHS

Responsibility: Operator of Vehicle

1. Fills out Form R-244 for period of time, which shall not exceed six months, and signs it.
2. Obtains approval signature of Division Head or Region/District Director

Responsibility: Division, Region/District Motor Pool Coordinator, or Motor Pool Dispatcher.

3. Signs the Form R-244 and assigns the vehicle.

Responsibility: Operator of Vehicle

4. Submits Form R-44B semi-monthly to the Department Motor Pool Dispatcher, the Division or Region/District Motor Pool Coordinator on the first working day after the 15th and the last day of the month. (This report will show the beginning and ending speedometer reading and the appropriate distribution.)

Assignments of vehicles for use on construction projects shall be made to the Project or Resident Engineer as required for efficient contract administration. The Project Engineer is authorized to permit use of these vehicles on a trip by trip basis to members of the crew for travel on or associated with the projects for which he/she has charge.

VEHICLE ASSIGNED ON TEMPORARY BASIS

Responsibility: Operator of Vehicle

1. Prepare and sign his/her name on Form R-244 for the period he/she uses the vehicle.
2. Upon returning the vehicle, the operator records the number of miles driven and completes the appropriate distribution on Form R-244.

Responsibility: Motor Pool Dispatcher, Division or Region/District Motor Pool Coordinator.

3. Completes Form R-44B and submits it to Accounting Divisions on the first working day after the 15th and the last day of the month.

USE OF DEPARTMENT OF ADMINISTRATIVE SERVICES MOTOR POOL VEHICLE

Responsibility: Division Head or Region/District Director

1. Submit in writing to the Assistant Director of Transportation requesting the use of a motor pool vehicle for approval.

Responsibility: Equipment Operations Manager

2. Prepare required documents to obtain vehicle from department of Administrative Services Motor Pool and notifies user of availability of unit.

Responsibility: Operator of Vehicle

3. Obtains necessary documents from Equipment Operations Manager.
4. Delivers forms to Department of Administrative Services Motor Pool Officer for assignment of motor pool vehicle.

(These assignments will be for 60 days or less only.)

PREVENTIVE MAINTENANCE AND/OR REPAIR OF VEHICLE

Responsibility: Operator of Vehicle, Division or Region/District Motor Pool Coordinator

1. Notifies the appropriate motor pool supervisor (Motor Pool Administrator, Division or Region/District Motor pool Coordinator) of the needed repair or service.

Responsibility: Motor Pool Dispatcher, Division or Region/District Motor Pool Coordinator

2. Prepare Form R-212, Work Order, and sends it, with the equipment, to the appropriate repair shop.

Responsibility: Shop Supervisor

3. Arranges for mechanic to make the authorized repair or service in accordance with the Work Order and the Maintenance and Service Record; indicates on the Work Order the actual work done on the vehicle (more work may have been found necessary that asked for on the Work Order).
4. Sends copy of the Work Order to the originator.

AUTHORIZED PASSENGERS

Rides will not be offered to hitchhikers or other unauthorized persons. Transportation furnished to other than State employees will be limited to those persons contracted in the performance of assigned State activities. All other riders shall have written authority from the Director of Transportation of the Assistance Director of Transportation.